



DEPARTMENT OF THE ARMY
HEADQUARTERS, KOREAN SERVICE CORPS BATTALION
UNIT #15284
APO AP 96271-5284

Closing Date: 28 March 2019

EANC-MSK-KZ

21 March 2019

MEMORANDUM FOR All Current Korean Service Corps (KSC) Employees

SUBJECT: Vacancy Announcement No. 19-059

1. This headquarters will accept applications to fill the following position for the HHC, KSC BN.

Position Title & Grade: Supply Specialist, KGS-2001-07/09

Duty Location: Pyeongtaek

Position Number: One

Pay Range (KGS-07): Between 20,727 Won and 29,901 Won per hour

Pay Range (KGS-09): Between 24,627 Won and 35,662 Won per hour

Tour of Duty: 40 hours per week

NOTE: 1. Target grade of this position is KGS-09. If the position is filled at a lower grade than target grade, the incumbent may be promoted to target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade. KSC BN management retains the right to determine when an employee will be promoted. 2. A relocation allowance will NOT be authorized for employees selected from outside the commuting area except for the selectees in certain positions in AREA II to other areas under the Yongsan Relocation Plan (YRP). 3. If you have a spouse or relatives employed by the USFK, you should fill it out at "No. 19" in the application form. Your failure to do so will result in appropriated disciplinary action including "REMOVAL".

2. Major Duties & Responsibilities: Serves as the Supply Specialist with responsibility for planning and developing supply activities and operations in coordination with 17 KSC companies, KSC BN. Works as principle agent in enforcing Company Command Supply Discipline Program (CSDP). Serves as the BN unit supply manager with Global Combat Support System-Army (GCSS-A) on non-expendable, durable, expendable items issued to 17 KSC companies and the Primary Hand Receipt Holder on all accountable items of property in BN warehouse. Performs and develops BN CIF operations involved in the requirement determination, requisitioning, receipt, issue, turn-in and shipment of all the supply items, inventory requirements pertinent Army regulations, modernization of OCIE-TA50 and CBRN equipment, and other directives and guidelines for 17 KSC companies. Resolves and analyzes a variety of supply issues and disposal through proper channels of all accountable items of property including classified with Disposes of Decision Support Tool (DST) and tracks and

(SDR) in case of shipping or packaging discrepancies Defense Logistics Agency (DLA) Korea to solve supply discrepancies and principle logistics advisor to the Chief of S4 Division. Disposes of all unserviceable items as disposition instructions with Decision Support Tool (DST) in managing stock control and planning ahead the supply actions to include receipt and turn-in instructions notified by the higher CMD including 19th ESC and up to Army Material Command (AMC). Coordinates with Supporting Supply Activity (SSA) and DLA Disposition Services (DS) to dispose approved unserviceable items. Tracks and screens all serviceable items for reutilization of US government property with DLA Enterprise External portal in coordination with DLA Disposition Services (DS) and provides them to 17 KSC companies as required. Serves as S4 Division Warehouse Primary Hand Receipt Holder with responsibility of maintaining hand receipt accountability for HQ, KSC BN. Maintains property accountability files using Department of the Army hand receipts and GCSS-Army in accordance with all approved regulatory guidelines for local purchase and all other approved methods. Provides technical assistance to supply technicians of 17 KSC companies concerning all nonexpendable, durable, expendable equipment, i.e. obtain technical manuals and operation instructions, availability of standard equipment to satisfy technical requirements, compatibility for requested equipment with other items on hand or required for a particular project, and implementing property book accounting procedures at the hand receipt level. Identifies and records such information to ensure proper identification of equipment for both supply and equipment maintenance purposes data: stock number, noun nomenclature, authorized quantities and other pertinent property control entries as correct. Reconciles discrepancies by reviewing equipment records and transaction concerning documents with inventory results and makes adjustments as necessary. Recommends corrective actions for unaccountable property when appropriate. Establishes procedures for annual inventories and participates in the inventory process. Initiates and processes reports of surveys or other actions as appropriate to adjust lost, missing, or destroyed equipment. Performs extensive research in different catalogs to obtain stock numbers for specialized, unique items, many not readily identifiable and/or not readily differentiated from others, and to determine proper substitutes. Issues hand receipts for all expendable, durable, and non-expendable property for KSC BN and maintains accountability for all such property through an accurate accounting and reporting system. Reviews purchase requests for proper authorization and prepares justification for higher headquarters approval when not authorized. Develops and implements internal policies and procedures required in the identification and disposition of excess and salvageable property and certifies that expendable items have been properly considered work out or consumed. Directs the physical distribution of all property and the redistribution, turn-in, or disposal of excess unserviceable equipment. Maintains various files to support transactions and decisions, and screens records for discrepancies. Provides and guides the solutions regarding the problem arisen from unit supply level, GCSS-A to Primary Hand Receipt Holders and supply technicians of 17 KSC companies as a BN unit supply manager. Place an order all expendable and durable items using the Department of Defense Activity Address Code (DoDAAC) of unit supply through GCSS-A as required. Tracks all requisitions that ordered through GCSS-A with Logistics Information Warehouse (LIW) system and

Web Visual Logistics Information Processing System (WEBVLIPS). Submits an SDR through the Department of Defense's SDR system immediately and makes an update, correction, follow-up, reconsideration in case of shipping or packaging discrepancies such as discrepant condition of item, including expired shelf-life, overage/shortage/total non-receipt, discrepant unique item identification, Improper documentation, Misdirected shipments, Improper packing, Improper preservation, Improper marking, and Improper unitization. Coordinates with the representative of Defense Logistics Agency (DLA) Korea to solve supply discrepancies. Tracks and reports the SDR status to the Chief, S4 Division and PBO. Formulates and updates unit supply SOP for 17 KSC companies as required. Determines stock levels needed for non-recurring, specialized items based on usage, inventory, project demands, seasonal demands, changing needs and projected depletions. Conducts extensive and exhaustive research of catalog databases to locate more cost effective, available substitutes and new products. Conduct physical inventories of a broad range of diverse, specialized items, some of which are difficult to identify and/or differentiate from others, and which require special treatment in handling and storage. Plans and supervises periodic inventories of items, investigates inventory shortages and provides results of findings whenever discrepancies occur. Provides guidance to Hand Receipt Holders regarding property book transactions and assists in preparing related documents. Plans and monitors periodic inventories of accountable items and investigates inventory shortages giving results of findings to S4 Division Chief whenever discrepancies occur involving hand receipt items. Performs analysis on all supply systems affecting the activities within the area of responsibility utilizing flow charting, graphing, and other analytical techniques. Manages and updates all DA Form 1687, delegation of authority in order to submit to all associated units such as the Military Clothing Sales Store(MCSS), Medical Material Command-Korea(MMC-K), Laundry, Self Help, 194th CSSB (Supply Support Activity, Supply Point #51 and #52), SSMO(Subsistence Supply Management Office), 520th maintenance company etc. Analyses and manages all Class VIII Supplies including their shelf life such as Medical Chemical, Biological, Radiological, Nuclear Defense Material (MCBRNDM) that is used for self-protection prior to or in the event of a biological or chemical agent attack, Combat Lifesaver bag, and Individual First Aid Kit (IFAK) for 17 KSC companies both armistice and contingency. Especially, monitors and consolidate the inventory report on authorized 2188EA of MBCDM such as Antidote Treatment Nerve Agent Auto-injector (ATNAA), Convulsant Antidote Nerve Agent (Diazepam), Ciprofloxacin 500mg Tablets, Doxycycline 100 mg Tablets, Reactive Skin Decontamination Lotion, Pyridostigmine Bromide, and Potassium Iodide for 17 KSC companies in order to send inventory report to United States Army Medical Material Center-Korea (USAMMC-K) on a monthly basis and coordinate with USAMMC-K to replace and turn in expired MBCDM items by new ones. Submits requisitions for replacement MCBRNDM NLT 90 days prior to its expiration to allow for request processing/approval and order ship time constraints. Coordinates transportation to and from USAMMC-K for issue and turn-in of MCBRNDM. Reports through the Chain of Command immediately in case of lost, stolen, or damaged MCBRNDM. Conducts an AR 15-6 investigation and prepares a Financial Liability Investigation of Property Loss (FLIPL) in accordance with AR 735-5. Tracks and manages Class I, Unit Basic Loads

(UBL) of Meals, Ready to Eat (MRE) for authorized 2188 KSC personnel of 17 KSC companies in order to ensure unit is maintaining adequate MRE quantities IAW AK Supplement 1 to AR 30-22 instructions of 9 meals each for all authorized personnel. Coordinates with Subsistence Supply Management Office (SSMO) regarding MRE issues. Establishes OCIE modernization plan to upgrade the outdated OCIE equipment for 17 KSC companies as required. Receives and prepares the inspection for BN Command Inspection Program (CIP), Command Supply Discipline Program (CSDP), Supply Excellence Award (SEA) from higher units for 17 KSC companies and BN Command Group. Participate in Company CSDP or CIP including in reference to unit supply function and maintenance for 17 KSC companies. Reviews and develops Company CSDP checklist for 17 KSC companies if needed. Conducts Supply & Logistics Management Training for 17 KSC Company Supply Technicians on a semi-annual basis by providing logistics references that includes the guidance and revision of Army Regulations, GCSS-A, and the logistics automated systems and serves as an instructor of Primary Development Course (PDC) for orientation and size measurement for newly hired employee regrading supply subject. Serves as an alternate Maintenance Manager for HQ, KSC BN and 17 KSC Companies. Monitors and controls Maintenance Master Data, GCSS-A Organization Structure, Work Center and Cost Center Synchronization, Equipment Configuration, Equipment Dispatch, Preventive Maintenance Service Schedule, Maintenance Notification, Bench Stock and Shop Stock Materials. Conduct supply run for companies located in Area I and IV on a monthly basis. Performs other duties as assigned.

3. Para/Line No & Job Site: 004/04, S4, KSC Bn

4. Qualification Requirements:

a. Experience:

(1) For KGS-07: One year of specialized experience which has equipped the candidate with the particular Knowledge, Skills, and Abilities (KSAs) to successfully perform the duties of the position at or equivalent to KGS-05 level.

(2) For KGS-09: One year of specialized experience which has equipped the candidate with the particular Knowledge, Skills, and Abilities (KSAs) to successfully perform the duties of the position at or equivalent to KGS-07 level.

b. English Ability: American Language Course Placement Test (ALCPT) requirement is 60, or above for this position. Internet Based Test TOEFL scores of 45, or TOEIC scores of 550 may be substituted for the ALCPT requirement. Internet Based Test TOEFL and TOEIC scores are valid for two years.

5. Substitution of Education for Experience: One full academic year of graduate level education in an appropriate field is qualifying for KGS-07 level. Two full academic

EANC-MSC-KZ

SUBJECT: Vacancy Announcement No. 19-059

years of graduate level education leading to a master's or equivalent graduate degree in an appropriate field is qualifying for KGS-09 level.

6. How to Apply: Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documents. It is imperative that each item of the application be accurately and completely filled in. Applications that are not completed, incorrect, received after closing date, or submitted without legible supporting documents will not be processed. Any documents in Hangul must be translated into English and submitted.

7. Where to Apply: Qualified and interested applicants may submit an application and copies of supporting documents to e-mail (usarmy.yongsan.8-army.mbx.ksc-rpo@mail.mil) no later than seven calendar days after the date of this memorandum.

8. Employment Policy: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within the KSC, nor may they interfere with applicants exercising their right to apply for vacancy. Any employee found guilty of these practices will be subject to removal from KSC employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the BN SGM at 756-1902, or commercial telephone 0503-356-1902, HQ, KSC BN.



JOHN E. COOPER
LTC, AG
Commanding